

January
19 ~~XXXXXX~~ 1965

MEMORANDUM FOR: RMO/ _____,

SUBJECT: Request for Names of Selected Applicants
for the First Running of the CS Name Check
Course

REFERENCE: My Telephone Conversation With You
This Date

1. The first running of a new course, The CS Name Check Course, is scheduled to be held 18, 19, 23, 24 and 25 February. It will meet in Room 1A07 in the Headquarters Building and is limited to a total of 20 students. Although the course is intended primarily for active name searchers in the CS and for JOTs upon completion of operations training and assignment to a CS desk, it is open to all CS personnel, any grade level, who supervise or are in any way concerned with name check activity. Material will be presented by means of lectures, tours and demonstrations, training films, directed reading and practical exercises. Except for two days, students will be released from the classroom one or two hours before the end of regular working hours, and on the final day they will be released at noon.

2. Since it is desirable to have a useful and practical critique of the course in order to "shake down" the course as soon as possible, we are planning to hand-pick students for the first running. Your help, therefore, is solicited in this regard. Please, let me have by 26 January the names of several (not more than 6 at the most) of your more experienced name searchers from among which we could select two or three for attendance at the first running. If you prefer, let me have the names of at least three firm candidates for attendance at the course. If you wish, simply let me have the names informally by calling me on extension [REDACTED]

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3. Formal notification of this course and announcements in the OTR Training Bulletin will not appear until after the first running.

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4. You should, of course, advise your training officer and coordinate this effort with him. I will advise you of the names of those selected for the first running. They should then submit a completed Form 73 ("Request for Internal Training") through their Training Officer to OTR/Registrar.

Attachments: 2

- (1) Proposed schedule for CS
Name Check Course No. 1
- (2) Statement of General
Informal and Course
Objectives from CS Name
Check Course Syllabus



CI/RMO

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